

**COMMUNITY DEVELOPMENT ADMINISTRATION
EXISTING CDA CONV REFINANCE
LOAN SETUP SHEET**

LOAN UNDERWRITER: _Tina Lloyd_____
Contact Person at CDA: _ Marque Gibson_____ Phone # 301-429-7830

CDA initial loan # 504-001-

Loan Program: __Existing CDA CONV REFI_____

CDA Final Loan # 504-001-

Borrower Name: _____ Servicer # _____

Borrower SS# _____

Co-Borrower Name: _____ Home Phone # _____

Co-Borrower SS# _____ Work Phone # _____

Address: _____

D-Selp# _____ None _____

MONTHLY ESCROWS & MONITORING

LOAN TYPE

{x } Owner Occupied

Property Hazard Insurance: \$____ Rollover _____

Mortgage Insurance: \$____ Rollover _____

CONDO FEES: \$____ n/a _____

LOAN TERMS

Loan Amount: \$ _____

Interest Rate: __ 4.875 _____

Term: _____ [X] Amortized

Monthly P & I \$ _____

CLOSING INFORMATION

Settlement Date: _____/_____/2015____

First Payment Due: _____/_____/20____

Maturity Date of loan: _____/_____/20____

CLOSING DOCUMENTS

[x] Copy of Promissory Note/Deed of Trust Note

[x] Copy of Deed of Trust

[x] Settlement Statement HUD-1

[x] Final Uniform Residential Loan Application

[x] 1st Payment Letter

[x] Initial Escrow Disclosure

[x] Copy of Property Tax Bill/Tax Information Sheet

[x] Life of loan Flood Certification

[x] PMI Certification or approval with appropriate certificate number

[x] Loan Transmittal (Loan Transmittal (1008) is our Underwriting Approval)

[x] Truth In Lending

[x] Hazard Insurance Policy

[x] Commitment for Title Insurance

[x] Original CK # ____ **mail separately**